

# **A REQUEST FOR PROPOSAL FOR PERSONAL SERVICES CONTRACT**

## **Department of Highways Professional Services Procurement Bulletin 2014-09 Statewide Structural Design**

This document constitutes a Request for Proposals for Personal Service Contract from qualified individuals and organizations to furnish those services as described herein for the Commonwealth of Kentucky, Department of Highways.

### **I. PROJECT DESCRIPTION**

Statewide Design of Culvert & Bridges under 500 ft span.

### **II. PROJECT INFORMATION**

Project Manager – William McKinney, P.E.

User Division – Structure Design

Approximate Fee – \$750,000 upset limit (per consultant)

Projects to be assigned by letters of agreement not to exceed \$250,000 each

Three Consultants to be selected

2 Year contract term

Project Funding – State and/or Federal Funds

### **III. PURPOSE AND NEED**

To provide assistance to the Department of Highways Division of Structural Design with structural engineering and design on an as-needed basis.

### **IV. METHOD OF DESIGN**

Design shall be by American Association of State Highway and Transportation Officials (AASHTO) Load Resistance Factor Design (LRFD) Specifications, unless otherwise stipulated by the Project Manager. The selected consultant shall utilize the Computer Aided Design & Drafting (CADD) Standards for Bridge Design. All submittals shall be in the form of a CADD deliverable and pdf format. The CADD deliverable shall be in Microstation, dgn format, using Division of Bridge Design File Format, Seed Files, Cell Files and Resource File. Design by AASHTO LRFD Specifications will be required on new projects. No additional hours will be allowed for LRFD designs.

### **V. SCOPE OF WORK**

Structural design services for structures that have not otherwise been assigned to consultants and/or cannot be designed in-house.

The required consulting services will include all final structural design engineering and plan preparation necessary for letting a project to construction.

## **VI. SPECIAL INSTRUCTIONS**

Three (3) firms will be selected to provide these services. The contract period is each firm receiving a two (2) year contract. Contracts will have an upset limit of \$750,000 once the upset limit is reached or the two year term has expired, services will be re-advertised and no additional work assignments will be made under the contract. Contracts will not be modified to increase upset limit or extended for time to assign new work. No letter of agreement shall exceed \$250,000.

The selection committee will randomly draw for the pool and list in consecutive order to determine the initial order for which a project will be offered. Projects will be offered to firms on a rotating basis. A firm will not be offered an additional project until the remaining firms on the list have been offered a project. If a firm declines to accept a project or does not respond to an invitation to perform services for a project within five (5) business days, documentation shall be placed in the project files and the next firm on the rotating list shall be offered the project.

Instructions for Response to Announcement can be found at:

<http://transportation.ky.gov/Professional-Services/Pages/Respond-to-an-Announcement.aspx>

## **VII. STANDARD PERSON-HOURS**

The person-hours allowed for each “standard” bridge or component as shown below:

### **Substructures:**

- Breastwall Abutments – 90 hours
- Single Row Pile Bents – 30 hours
- Integral End Bents – 40 hours
- Single or Wall Piers – 80 hours
- Two Column Piers – 96 hours with 16 hours for each additional column
- Intermediate Pile Bent – 60 hours

### **Superstructure (One, two or three spans):**

- Non-Composite Std Prestressed, Precast, Concrete Deck Units (PPCDU) (Standard Drawings) – 0 hours
- Composite PPCDU (Slab Details per Span) – 24 hours
- Beam Details (Spread Boxes per Span) – 48 hours
- Beam Details (Spread 1-beam per Span) – 32 hours
- Slab Details (Design & Details per Span) – 40 hours
- Construction Elevations – 32 hours

### **Miscellaneous:**

- Title Sheet – 16 hours
- General Note Sheet – 8 hours
- Layout Sheet – 32 hours
- Foundation Layout-Pile Layout Sheet – 16 hours
- Approach Slab (each) – 4 hours

- Check Shop Plans – (12 hours)

Note: The above hours are based on a structure having a Zero (0) degree skew (Add 10% to the total hours for a skewed structure.)

**Culverts:**

- One Barrel – 160 hours
- Two Barrel – 200 hours
- Triple Barrel – 240 hours

**Culvert Extensions:**

- One Barrel – 160 hours
- Two Barrel – 200 hours
- Triple Barrel – 240 hours

Person-hours for non-standard structures will be negotiated on a case by case basis.

No additional hours will be allowed for skewed culverts.

**VIII. PREQUALIFICATION REQUIREMENTS**

To respond to this project, the proposed consultant project team must be prequalified in the following areas prior to the date of this advertisement.

**STRUCTURE DESIGN**

- Spans under 500 feet

**IX. PROCUREMENT SCHEDULE**

RESPONSE DATE • April 9<sup>th</sup>, 2014 by 4:30 p.m. E.S.T. (Frankfort time)

FIRST SELECTION COMMITTEE • April 15<sup>th</sup>, 2014

FINAL SELECTION COMMITTEE • April 30<sup>th</sup>, 2014

CONTRACT SCOPING CONFERENCE • May 7<sup>th</sup>, 2014

NOTICE TO PROCEED • July 1<sup>st</sup>, 2014

**X. PROJECT SCHEDULE**

Individual project schedules will be by letter agreement on a project by project basis.

**XI. EVALUATION FACTORS**

1. Relative experience of consultant personnel assigned to project team with highway projects for KYTC. (15 Points)
2. Past record of performance on project of similar type and complexity. Including three prestressed concrete, one welded steel plate girder and one culvert extension. (15

Points)

3. Project approach and proposed procedures to accomplish services for project. (10 Points)
4. Capacity to comply with project schedule (8 points).
5. Consultant's offices where work is to be performed. (2 points)

For state-funded projects, if a Selection Committee vote results in a tie between two (2) firms, one (1) of which will perform more of the work tasks in Kentucky than the other, then the former firm shall be ranked one (1) place ahead of the latter.

## **XII. SELECTION COMMITTEE MEMBERS**

1. William McKinney, PE, User Division
2. Kevin Sandefur, User Division
3. Diana Radcliffe, PE, Secretary's Pool
4. Tim Pyles, PE, Secretary's Pool
5. David Eaton, Governor's Pool